

# CITY HUMAN RESOURCE MANAGEMENT OFFICE - Recruitment Division

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**Frontline Service : RECEIVING & CONSOLIDATION OF APPOINTMENT DOCUMENTS FOR SUBMISSION TO CIVIL SERVICE COMMISSION**

**Schedule of Availability of Service :** 8:00AM-5:00PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.  
\*On Mondays provision of services starts after flag raising

## Who May Avail of the Service:

Appointees with newly approved appointment (Original, Promotion, Re-employment or Re-appointment)

## What are the Requirements:

Note: Bring original documents for cross-checking purposes. However, requirements marked with \* should be authenticated copies ( for CSC & ICG).

To be submitted in triplicate (1 for CSC - in red plastic folder, 1 for ICG, & 1 for appointee).



### Basic Requirements:

1. Duly approved appointment
2. Assumption to Duty (notarized)
3. Oath of Office (notarized)
4. Accomplished Personal Data Sheet (CSC Form 212)
5. Accomplished Position Description Form
6. \*Authenticated Certificate/s of Eligibility/ies/Licenses
7. Designation Order/s, if applicable
8. Medical Certificate
9. Neuro-psychiatric Test, if applicable
10. Drug Test, if applicable
11. \*Authenticated Diploma
12. \*Authenticated Transcript of Records
13. Certificate of Trainings
14. Service Record / Employment Certificate

### Additional Requirements, if nature of appointment is:

#### Original/Re-appointment/Reemployment:

1. Statement of Assets, Liabilities and Net Worth (SALN)
2. Birth Certificate (NSO)
3. Marriage Contract (NSO), if applicable
4. NBI Clearance
5. Affidavit

#### Promotion:

1. Performance Rating for the last two rating periods

**Duration : 1 hour and 26 minutes**

## How to Avail the Service :

### RECEIVING & CONSOLIDATION OF APPOINTMENT DOCUMENTS FOR SUBMISSION TO CIVIL SERVICE COMMISSION

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Proceed to Recruitment Division of CHRMO	Notify appointee of appointment	2 minutes	Officer in charge of appointment preparation	-	
2	Read appointment and check details therein	Present and explain to appointee the appointment duly signed by the Appointing Authority	3 minutes	Officer in charge of appointment preparation	-	CSC Form No. 33
3	Sign appointment in designated area	Ask appointee to affix signature on designated area if he/she accepts the appointment	1 minute	Officer in charge of appointment preparation	-	
4	Receive copy of appointment	Release copy of appointment	1 minute	Officer in charge of appointment preparation	-	
5	Receive checklist of requirements; listen to instruction of service provider in accomplishing forms	Give checklist of requirements and CSC forms to be attached to appointment; Instruct on how the forms are to be filled	30 minutes	Officer in charge of appointment preparation	-	Medical Certificate Panunumpa, Affidavit, Personal Data Sheet, Position Description Form, SALN
6	Listen to further instructions	Explain the rules on assumption to office and set deadline of submission of requirements	5 minutes	Officer in charge of appointment preparation	-	

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
<b>STAGE 2</b>						
7	Submit requirements (arranged according to checklist)	Check and receive requirements	10 minutes	Officer in charge of appointment preparation	-	
8	Wait while requirements are being reviewed and cross-checked	Review entries in all the forms and check authenticity of documents submitted; cross-check photocopied documents with that of the original	30 minutes (on the average but may take longer depending on the number of certificates submitted)	Officer in charge of appointment preparation	-	Applicable forms
9	Note information	Inform appointee that appointment will be submitted to CSC along with attachments (if documents are complete) and that CHRMO will contact client once CSC has acted on it	3 minutes	Officer in charge of appointment preparation	-	
<b>END OF TRANSACTION</b>						